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## STREET CLOSURE

Permission to close your street for a block party or other similar event may be granted by the Public Works Director if certain conditions and requirements are met.

A street closure is more likely to be approved if the street is a court or dead end street and does not serve as access to other neighborhoods. If the street is not a dead end, there must be other nearby parallel streets available which can be used as detours. Street closures will rarely be approved for arterial or major collector streets because of the impact on the public in general.

## PERMIT REQUIRED

You must apply for an encroachment permit through the Public Works Department. The cost of the permit is \$76.00. *(In the case of major events such as public street fairs, the cost will be commensurate with the amount of staff assistance time required for the event.)* When you apply for the permit, you will need to provide information as to the type of event being held and the hours during which you would like the street to be closed. It is suggested that you apply for the permit 30 days prior to the event to allow ample time for processing.

## INSURANCE

You must provide a Certificate of Liability insurance in the amount of \$1,000,000 which names the City of Dublin and its employees and agents as additional insured. Homeowners Insurance typically does not provide this amount of coverage; however, your insurance agent can advise you of your policy's limits. You may purchase special event insurance through the City's Parks and Community Services (P&CS) Department. The cost of this insurance is based on the type of event, number of people expected to attend, and whether alcohol/liquor will be served. The P&CS Department Staff can provide an exact cost once they have your specific information. P&CS Department Staff can be contacted at 556-4500.

## CONDITIONS AND REQUIREMENTS

Other normal conditions attached to the encroachment permit are as follows:

- You will be required to provide sufficient barricades to block off the street. If the event is held during hours of darkness, the barricades must be lighted. An adult must monitor the barricades at all times in

the event that traffic or emergency vehicles need to enter the street.

- The barricades must be removed from the public street at the conclusion of the event (per the time noted on the permit).
- Noise must be maintained at an acceptable level.
- Responsible persons must ensure that consumption of alcoholic beverages is limited to adults. The encroachment permit does not give permission for sale of alcoholic beverages.
- You will be responsible for removing all litter and debris from the public street.
- If fireworks are to be used, they must be the "safe and sane" type, and their use must be supervised by adults and in accordance with manufacturer's directions.
- Fire Department regulations provide that a clear 20' wide path be maintained in the street for emergency vehicles access.

## CONSENT OF NEIGHBORS

You will be required to have residents of your street (or of the portion proposed to be closed) and any surrounding residents that may be immediately impacted sign a statement that they are aware of the event. Objections received from any of the neighbors which cannot be resolved may be cause to deny the permit.

If permission to close the street is denied by the Public Works Director, you have the right to appeal the decision to the City Council at a regular City Council meeting.

Please note that this permit process does not apply to street closures for parades. Information on parade permits is available through Dublin Police Services at 833-6670.

## FOR ADDITIONAL INFORMATION, CALL:

Contact the Public Works Department at 833-6630, or visit the City's website at [www.ci.dublin.ca.us](http://www.ci.dublin.ca.us)

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**DUBLIN**